



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 716 s. 2026

September 3, 2026

**REITERATION OF THE SUBMISSION OF DOCUMENTARY REQUIREMENTS
FOR THE PROCESSING OF CLAIMS FOR FY 2025 NATIONAL INDEMNITY
INSURANCE PROGRAM**

To: All Public Elementary and Secondary School Heads
All Others Concerned

1. This refers to the directives issued by this Office through OASF Memorandum No. 2026-1364, dated 16 June 2026, directing all concerned schools to submit the documentary requirements in support to existing claims under the National Indemnity Insurance Program (NIIP) for school buildings that sustained damage as a result of various calamities in 2025.

2. Since the issuance of the foregoing Memorandum, several claimants have yet to submit the documentary requirements necessary for processing and evaluation of their respective claims. In this regard, please find below the link to the final notices issued by the third party adjusters.

References	Link
Notices from Third Party Adjusters	https://tinyurl.com/mr3ezw8d
Documentary Requirements Submission	https://tinyurl.com/4sxmd65x
Compliance Monitoring	https://tinyurl.com/yc3djxha
Directory of Contact Persons per School	https://tinyurl.com/mwdz3sb8

3. Immediate and widest dissemination of this Memorandum to all concerned is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

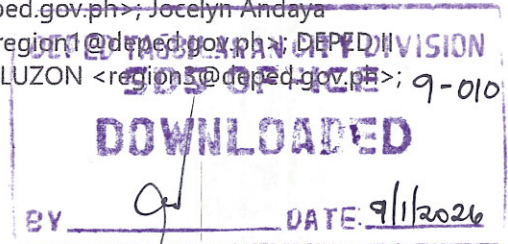
[OUF-2026-1990] REITERATION OF THE SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE PROCESSING OF CLAIMS FOR FY 2025 NATIONAL INDEMNITY INSURANCE PROGRAM

From Undersecretary for Finance - Budget and Performance Monitoring <usec.financebpm@deped.gov.ph>

Date Fri 8/28/2026 8:44 PM

To Tolentino Aquino <tolentino.aquino@deped.gov.ph>; Benjamin Paragas <benjamin.paragas@deped.gov.ph>; Ronnie Mallari <ronnie.mallari@deped.gov.ph>; Alberto Escobarte <alberto.escobarte@deped.gov.ph>; Nicolas Capulong <nicolas.capulong@deped.gov.ph>; Gilbert Sadsad <gilbert.sadsad@deped.gov.ph>; Ramir Uytico <ramir.uytico@deped.gov.ph>; Salustiano Jimenez <salustiano.jimenez@deped.gov.ph>; Evelyn Fetalvero <evelyn.fetalvero@deped.gov.ph>; Ruth Fuentes <ruth.fuentes@deped.gov.ph>; Arturo Bayocot <arturo.bayocot001@deped.gov.ph>; Allan Farnazo <allan.farnazo@deped.gov.ph>; Carlito Rocafort <carlito.rocafort@deped.gov.ph>; Maria Ines Asuncion <micasuncion@yahoo.com.ph>; Estela Carino <estela.carino@deped.gov.ph>; Jocelyn Andaya <jocelyn.andaya005@deped.gov.ph>; DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>

Cc Education Program Management Office <epmo@deped.gov.ph>



1 attachment (342 KB)

[OUF-2026-1990] REITERATION OF THE SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE PROCESSING OF CLAIMS FOR FY 2025 NATIONAL INDEMNITY INSURANCE PROGRAM.pdf;

Dear **Regional Directors, Schools Division Superintendents, School Heads and All Others Concerned:**

Greetings from the **Office of the Undersecretary for Finance!**

This refers to the directives issued by this Office through OASF Memorandum No. 2026-1364, dated 16 June 2026, directing all concerned Regional Offices (ROs), Schools Division Offices (SDOs), and schools to submit the documentary requirements in support of existing claims under the National Indemnity Insurance Program (NIIP) for school buildings that sustained damage as a result of various calamities in 2025.

Since the issuance of the foregoing Memorandum, several claimants have yet to submit the documentary requirements necessary for the processing and evaluation of their respective claims. **In this regard, please find below the link to the final notices issued by the third-party adjusters.**

To ensure the completion of outstanding requirements and facilitate the timely processing and endorsement of all eligible claims, this Office hereby reiterates the directives set forth in OASF Memorandum No. 2026-1364. In this regard, all concerned offices are directed to ensure that the following documentary requirements are submitted for each affected school on or before **7 September 2026:**

1. Photographs clearly showing the extent and nature of the damage to the school building(s)/classroom(s);
2. Program of Work (POW) and/or detailed Repair Estimate; and
3. Floor Plan of the affected structure(s).

In addition to the foregoing documentary requirements, all concerned schools shall accomplish or update the designated contact person information through the link provided in the Contact Person List. The designated contact person shall be responsible for coordinating the submission, completion, and follow-up of the documentary requirements for the concerned school or claim.

For reference, the following links are provided for compliance and monitoring purposes:

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To strengthen compliance monitoring and facilitate coordination, all concerned Regional Offices (ROs) and Schools Division Offices (SDOs) are hereby directed to inform all concerned schools of the foregoing requirements and monitor their compliance through the NIIP Claims Compliance Monitoring link provided above. Schools with existing claims are likewise directed to accomplish or update their respective contact person information through the Directory link above.

The timely and complete submission of the required documents is necessary to facilitate the consolidation, validation, and endorsement of claims to the Bureau of the Treasury (BTr) and the Government Service Insurance System (GSIS). **Accordingly, failure to submit the complete documentary requirements within the specified deadline shall be considered non-compliance and shall constitute a waiver of the corresponding claim from further evaluation and endorsement to the GSIS and other concerned agencies.**

For clarifications or other concerns, kindly coordinate with this Office through the designated contact person indicated in the NIIP Claims Compliance Monitoring and Contact Person List or with Ms. Gina Maria Goretti Arcilla through email at gina.arcilla@deped.gov.ph or via Viber at 0967-081-9267.

Immediate and strict compliance with this Memorandum is hereby reiterated.

Regards,

Office of the Undersecretary for Finance

1/F Alonzo Building, DepED Complex, Meralco Ave., Pasig City

17/F Techzone Building, Sen. Gil Puyat Ave., Makati City

Email Address: usec.financebpm@deped.gov.ph





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2026- 1990

FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : **ATTY. EDSON BYRON K. SY**
Undersecretary for Finance

SUBJECT : **REITERATION OF THE SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE PROCESSING OF CLAIMS FOR FY 2025 NATIONAL INDEMNITY INSURANCE PROGRAM**

DATE : AUGUST 28, 2026

This refers to the directives issued by this Office through OASF Memorandum No. 2026-1364, dated 16 June 2026, directing all concerned Regional Offices (ROs), Schools Division Offices (SDOs), and schools to submit the documentary requirements in support of existing claims under the National Indemnity Insurance Program (NIIP) for school buildings that sustained damage as a result of various calamities in 2025.

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Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703
Email Address: usec.financebpm@deped.gov.ph

3. Floor Plan of the affected structure(s).

In addition to the foregoing documentary requirements, all concerned schools shall accomplish or update the designated contact person information through the link provided in the Contact Person List. The designated contact person shall be responsible for coordinating the submission, completion, and follow-up of the documentary requirements for the concerned school or claim.

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